

INSTRUCTIONS FOR VEHICLE VERIFIER

PURSUANT TO SECTION 11305 CVC, IT IS AN UNLAWFUL ACT TO SUBMIT TO THE DEPARTMENT ANY DOCUMENT WITHOUT PHYSICALLY INSPECTING AND COMPARING IDENTIFYING NUMBERS ON THE VEHICLE. COMPLETE THE VERIFICATION OF VEHICLE, REG. 31 AS FOLLOWS:

LICENSE PLATES ON VEHICLE

Mark the appropriate box.

LICENSE PLATE NUMBER

Record license plate number, name of state issuing plate, and registration expiration date.

VEHICLE IDENTIFICATION NUMBER (VIN)

Inspect and record on the vehicle verification form, the actual VIN that appears on the vehicle. After the VIN is recorded on the form, compare it to the VIN that appears on the other documents presented. Note any discrepancy on the verification form.

When inspection of a VIN reveals evidence of tampering, alteration or obliteration of the number, immediately notify the nearest Department of Motor Vehicles, Investigations Section.

In those instances where a vehicle has a die stamped VIN on the frame, inspect and record the VIN on the frame rather than the VIN on a plate. For example: A sedan has a plate in the forward luggage compartment that bears the VIN. In addition, the VIN is die stamped into the frame under the rear seat. For the purpose of verification, always inspect and record the die stamped VIN on the frame rather than the plate whenever the vehicle has a die stamped VIN.

ENGINE NUMBER (MOTORCYCLES ONLY)

All motorcycle verifications will include both the engine and frame numbers. If no engine number, check box.

MAKE

Enter the make name of the vehicle, not the model name — for example, "Ford", not "Pinto".

BODY TYPE

Enter body type such as "SD", "CP", "PK", etc. (see attached chart).

MODEL YEAR

Enter the manufacturer's designated "year" model.

AXLES

Enter number of axles for trucks, truck tractors, and trailers.

MOTIVE POWER (FUEL)

Enter vehicle motive power. If a trailer, leave blank.

EST. WEIGHT (TRAILERS)

Enter estimated unladen trailer weight on all trailers except camp and travel (coach).

MODEL OR SERIES

Enter the model number.

FOR CMP/CCH/MTRHM

Enter the length and width.

VIN LOCATION AND ATTACHED BY

Mark the box to indicate where the VIN was found and how it is attached.

TYPE

Mark the box to indicate how VIN is affixed and where the number was stamped.

VIN/ENGINE NUMBER (IF MOTORCYCLE MARK BOTH VIN AND ENG BOXES)

Check appropriate box. Explain any remarks on the back of the REG. 31.

FEDERAL CERTIFICATION LABEL (1970 AND SUBSEQUENT YEAR MODELS)

Check appropriate box.

ODOMETER MILEAGE READING

Enter mileage shown on the odometer. Check appropriate box for miles or kilometers. Any additional information regarding this odometer reading may be made in the remarks section of the REG. 31.

SUPPORTING DOCUMENTS

Check appropriate box to indicate if the supporting documents agree or disagree with VIN. If supporting documents include a salvage certificate, the vehicle must be referred to the California Highway Patrol for inspection.

EMISSION LABEL INDICATES

Check appropriate box from information on the emission label.

REMARKS

Enter any remarks.

VERIFIER (PRINT NAME)

Print name, title/badge/ID number; enter address, city and state.

VERIFIED AT

Check appropriate box. If "Other", enter city and state.

VERIFIER'S SIGNATURE AND DATE

An original signature of the verifier is required (a stamped signature is **NOT** acceptable). Enter the date of the verification.

VERIFYING AGENCY

Check the appropriate box.

VERIFICATION FORMS

All entries on the verification, except for the signature of the verifier, shall be printed. The form must be **complete** and **legible** to be acceptable to the department. Use DMV form REG. 31.

RECORDS

The law requires a vehicle verifier to maintain a record of each verification made. The records shall contain:

- (a) The name and address of the person requesting the verification and the fee charged for such verification.
- (b) The year, model, vehicle identification number, license plate number of the vehicle verified, and the state in which the vehicle was last registered.
- (c) All records maintained by the vehicle verifier shall be open to inspection by any peace officer.

UNLAWFUL ACTS; CAUSES FOR DISCIPLINARY ACTION, SECTION 11305 CVC

It shall be unlawful and cause of disciplinary action for the holder of a vehicle verifier's permit:

- (a) To submit to the department, or its authorized representative, any document which purports to evidence the verification of any vehicle, without having actually physically inspected such vehicle to determine the existence of proper vehicle identification.
- (b) To fail to report to the department, in a manner prescribed by the department, the absence, alteration, or obvious attempt to alter or obliterate any identifying number or number plate, or remove or attempt to remove such plate on any vehicle for which verification is performed.
- (c) To fail to physically compare identifying numbers on a vehicle inspected to the information contained in any document of title, registration, or any other form describing such vehicle.
- (d) To cause any person to suffer any loss or damage by reason of any fraud or deceit practiced upon such person in the course of the conducting of business under the vehicle verifier's permit.
- (e) To violate one or more terms and provisions of Section 20, or of Division 3 (commencing with Section 4000), or of this division of this code, or any rules or regulations adopted pursuant thereto, or of Part 5 (commencing with Section 10701) of Division 2 of the Revenue and Taxation Code.

BODY TYPES ABBREVIATIONS

3 Wheel Vehicle	3W
4 Wheel Vehicle	4W
Agricultural water well boring rig	BR
All terrain	AT
Ambulance	AM
Amphibian	AP
Armored Car/Truck	AR
Auto Carrier	AC
Bale Wagon	BA
Bus	BU
Cab/Chassis Extended 3 Dr	3C
Cab Extended 4 Dr	4B
Cab/Chassis Extended 4 Dr	4C
Cab/Chassis (No Body per Statement of Facts)	CB
Cab Extended 3 Dr	3B
Camping Trailer (16' x 96")	CMP
Cargo Cutaway	CY
Carnival Equipment (Commercial/Auto)	CE
Carnival Equipment (Trailer)	CARN
Carrier	CARRIER
Carrier (Commercial)	CA
Cement Mixer	MIXER
Club Cab Pickup	PC
Coach Boat	CCHBT
Concrete/Transit Mix	CM
Conventional Cab	CC
Convertible	CV
Coupe	CP
Coupe 3 Dr	3P
Crane, Hoist, Lift, Ladder, Boom, etc.	CR
Dirt Bike	T
Dolly	DLY
Dromedary	DR
Dump	DP
Dump (Trailer)	DMP
Dune, Sand Buggy	DB
Enduro	EN
Fire Truck	FT
Fire (Trailer)	FIRE
Flatbed/Platform	FB
Forklift Truck	FO
Garbage/Refuse	GG
Golf Cart	GC
Grain	GN
Hard Top	HT
Hard Top 2 Dr	2T
Hardtop (Formal) 2 Dr	2F
Hardtop 4 Dr	4T
Hardtop (Pillared) 4 Dr	4P
Hatchback	HB
Hatchback 2 Dr	2H
Hatchback 4 Dr	4H
Hearse	HR
Incomplete Passenger Vehicle	IN
Liftback (Toyt)	LB
Liftback 2 Dr	2L
Liftback 4 Dr	4L
Limousine	LM
Logger	LG
Mini Bike	MK

BODY TYPES ABBREVIATIONS

Mini Cycle	MV
Mini Road/Trail	MR
Modular Mobile	MM
Modular Mobile (Trailer)	MMETLR
Moped	MP
Motocross	MX
Motor Home/Motorized Home	MH
Motorcycle	MC
Motorized Home	MH
Motor Scooter	MS
Multiple Bodies (Must show up to 3 bodies)	MU
Notchback	NB
Panel	PN
Park Trailer	CCHPT*
Park Trailer Boat	CCHPTBT
Pickup	PK
Pickup - Club Cab	PC
Pickup w/Camper Mounted	PM
Privately Owned School Bus	SB
Racer	RC
Rack	RA
Refrigerated Trailer	REF
Refrigerated Vehicle	RE
Roadster	RD
Road/Street	RS
Road/Trail	RT
Runabout 3 Dr (Ford)	3D
Sedan	SD
Sedan 2 DR	2D
Sedan 4 DR	4D
Sedan 5 DR	5D
Snowmobile	SM
Sports Van	SV
Stake	ST
Station Wagon	SW
Step Van	SN
Suburban/Carryall (Chev)	LL
Tandem	TM
Tank	TN
Tank (Trailer)	TANK
Taxi	TX
Tilt Cab	TB
Tilt Tandem	TL
Tow Truck/Wrecker	WK
Travel All (Intl)	XT
Wagon/Sport Utility 4 Dr	4W
Wrecker with Flatbed	WF
Tractor (Diesel)	DS
Tractor (Gas)	TR
Trail	TR
Trailer Coach	CCH
Transit Mix	TRMX
Utility (All vehicles of the "Jeep" type, such as Willys, Bronco, Blazer, Scout Land Rover, etc.)	UT
Utility (Trailer)	UTIL
Van	VN
Van Camper	VC
Van (Trailer)	VAN
Varied (Trailer)	VARIED
All Other Body Descriptions	VA

* California Manufactured Park Trailers will have a 5-digit number after CCHPT which should be made a part of the verification.